



Request for Facility Usage

Organization/Unit: _____

Event name: _____

Dates of event: _____

Billeting rooms required: _____

Event space required: _____

Point of contact: _____

E-Mail: _____

Telephone number: _____

Usage and Information Agreement

I. Terms and Conditions

This agreement governs use of the Executive Management Training Center (EMTC) by and between the Department of Defense and your organization/unit. By memorandum of April 11, 2002, the Under Secretary of Defense (Personnel and Readiness) granted advance approval to the Military Departments, OSD, and Defense agencies to use the EMTC facilities without reimbursement. Each event sponsor must certify that their organization, event and participants meet all the terms and conditions set forth below.

II. Eligibility

The EMTC is available only to Department of Defense personnel and entities for official Department of Defense business. The event sponsor must ensure all participants scheduled to use the facility are Department of Defense employees in appropriate travel status.

III. Event Sponsor Responsibilities. Each event sponsor must:

- a. Submit a detailed agenda outlining use of EMTC and a final attendance roster to the EMTC facility manager ten business days before the start of conference or training. Ensure all attendees using facility are Department of Defense employees in appropriate travel status.
- b. Ensure each participant has a government (or personal) credit card prior to arrival. Make alternative arrangements for any participants without access to a credit card, as the hotel will require a deposit upon arrival. Inform each participant that a full breakfast and lunch will be provided and \$22.25 plus applicable taxes will be billed to their room account each day they are registered at the facility (during breakfast and lunch hours). Notify each participant that food service expense is mandatory and will be charged regardless of participant's personal preference and attendance at meals; refusal will render participant ineligible to use lodging rooms.
- c. Provide each participant a copy of the attached information letter.
- d. Work directly with on-site facility manager to plan and finalize event arrangements. Notify on-site facility manager immediately if any changes occur regarding event.

IV. Point of Contact:

DoD EMTC Facility Manager, commercial telephone (508) 765-6333, commercial fax (508) 765-6353, email emtc@cpms.osd.mil.

If returning electronically put X in the **check box**. This will be accepted in **lieu of signature**.

Signature of Event Sponsor _____

Date _____